

**STAFF MEETING MINUTES
LANCASTER COUNTY BOARD OF COMMISSIONERS
COUNTY-CITY BUILDING
ROOM 113
THURSDAY, NOVEMBER 13, 2003
8:30 A.M.**

Commissioners Present: Bernie Heier, Chair
Ray Stevens, Vice Chair
Larry Hudkins
Bob Workman
Deb Schorr

Others Present: Kerry Eagan, Chief Administrative Officer
Gwen Thorpe, Deputy Chief Administrative Officer
Kristy Mundt, Deputy County Attorney
Bruce Medcalf, County Clerk
Trish Owen, Chief Deputy County Clerk
Ann Taylor, County Clerk's Office

The Chair opened the meeting at 8:35 a.m.

AGENDA ITEM

**1 APPROVAL OF STAFF MEETING MINUTES OF THURSDAY,
NOVEMBER 6, 2003**

MOTION: Schorr moved and Workman seconded approval of the Staff Meeting minutes of November 6, 2003. Schorr, Hudkins and Workman voted aye. Heier abstained from voting. Stevens was absent from voting. Motion carried.

2 ADDITIONS TO THE AGENDA

- A. Parks & Recreation Advisory Board - Schorr
- B. Meeting with Ron Ross, Nebraska Department of Health & Human Services (HHS) Director, to Discuss Transfer of the Integrated Care Coordination Unit (ICCU) to Region V- Schorr
- C. Lancaster Event Center Sign

MOTION: Workman moved and Schorr seconded approval of the additions to the agenda. Schorr, Hudkins, Heier and Workman voted aye. Stevens was absent from voting. Motion carried.

3 RURAL TRANSIT PROGRAM - June Remington, Lincoln Area Agency on Aging Director; Deb Peck, Lincoln Area Agency on Aging; Kit Boesch, Human Services Administrator

June Remington, Lincoln Area Agency on Aging Director, said Tim Howell, Rural Transit Director, plans to retire in December and suggested that this would be an opportune time to investigate other options for rural transit service.

Kit Boesch, Human Services Administrator, suggested creation of a pilot project through NebHands (a grant administered through the University of Nebraska's Public Policy Center to work with faith-based organizations in the areas of mental health and other services) to assist the County's small communities in providing transportation. She said federal funds are tied to the Rural Transit Program and recommended that the County consult Jerry Wray, who is in charge of rural transportation for the State of Nebraska, on how those funds can be accessed.

Stevens arrived at 8:41 a.m.

Additional suggestions were to: 1) Contract privately for the service; 2) Provide service in quadrants; 3) Combine service with the urban area; and 4) Contact other counties for a model.

Remington agreed to work with Boesch and Wray and bring back additional information in mid December.

4 PAYCHECK INSERT FOR EMPLOYEE ADVISORY TEAM (EAT) BALLOT (Action Required) - Pat Kant, Personnel Coordinator; Judy Foote, EAT President

Pat Kant, Personnel Coordinator, requested authorization to include a Personnel Policy Board ballot with the November 20, 2003 paycheck (Exhibit A). She said collection of the ballots will be through Employee Advisory Team (EAT) representatives and said the Election Commissioner will count the ballots.

The Board asked that the election be coordinated through the Election Commissioner and that ballot distribution be through a mailing to eligible employees, instead of paycheck inserts.

5 OFFICE FURNITURE FOR THREE (3) OFFICES; COUNTY BOARD ENDORSEMENT FOR NATIONAL INSTITUTE OF CORRECTIONS TRAINING (Action Required); LAPTOP COMPUTER - Kim Etherton, Community Corrections Director

Office Furniture

Kim Etherton, Community Corrections Director, reported a quote of \$4,217.57 from All Makes Office Equipment Company for furnishings to equip three additional offices at Trabert Hall (Exhibit B).

In response to a question from Hudkins, Etherton said efforts to secure surplus furniture were unsuccessful.

MOTION: Stevens moved and Hudkins seconded to approve the expense from the Community Corrections budget. Stevens, Schorr, Hudkins, Heier and Workman voted aye. Motion carried.

County Board Endorsement for National Institute of Corrections Training

Etherton requested an endorsement to attend a training program offered by the National Institute of Corrections for new probation and parole chief executive officers (Exhibit C).

MOTION: Hudkins moved and Stevens seconded to authorize Kim Etherton, Community Corrections Director, to apply to attend training offered by the National Institute of Corrections and to authorize a letter of support. Stevens, Schorr, Hudkins, Heier and Workman voted aye. Motion carried.

Laptop Computer

Etherton requested authorization to purchase a laptop computer (\$2,458.42), noting the need for Word Perfect software. She said funding will be through the Community Corrections budget.

MOTION: Workman moved and Stevens seconded approval of the request. Stevens, Schorr, Hudkins, Heier and Workman voted aye. Motion carried.

6 FAMILIES FIRST & FOREMOST (F³) TRAVEL ADVANCE REQUESTS - Renee' Dozier, F³ Associate Director

Renee' Dozier, F³ Associate Director, requested travel advancement for two family representatives to attend the National Federation of Families for Children with Mental Health Conference in Washington D.C. November 20-23, 2003 (\$134 for Kathy Dunning and \$254 for Trish Blakely). She noted that Blakely has included child care in her travel advancement request. Dozier said Dunning and Blakely are Child Guidance employees but will be attending the conference and giving a presentation on behalf of F³.

MOTION: Schorr moved and Workman seconded approval of the travel expenses, as outlined in a letter dated October 31, 2003 (see agenda packet).

Kristy Mundt, Deputy County Attorney, pointed out that county employees do not receive funds for child care.

Dozier said independent contractors have received payment for child care expenses.

Kerry Eagan, Chief Administrative Officer, said the federal government encourages use of the grant dollars for family involvement.

Heier suggested amendment of the contract with Child Guidance to include the expense.

Dozier said she will check with Child Guidance to see whether travel required under the F³ Grant could be paid through their administrative fee.

The maker of the motion and the seconder withdrew their motion.

MOTION: Stevens moved and Hudkins seconded to approve travel advancement in the amount of \$134 for Kathy Dunning and \$134 for Trish Blakely. Stevens, Schorr, Hudkins, Heier and Workman voted aye. Motion carried.

7 HOMELAND SECURITY GRANT APPLICATION MEMORANDUM OF UNDERSTANDING - Doug Ahlberg, Emergency Management Director

Doug Ahlberg, Emergency Management Director, requested approval of a Homeland Security Grant Application Memorandum of Understanding (Exhibit D). He said the initial request for funding in Fiscal Year 2004 is approximately \$65,000 and gave a brief explanation of how those funds will be used.

MOTION: Stevens moved and Hudkins seconded approval of the request. Stevens, Schorr, Hudkins, Heier and Workman voted aye. Motion carried.

8 RANDALL TRAVEL MARKETING, INC. TOURISM STUDY - Jim Fram, Lincoln Chamber of Commerce President; Wendy Birdsall, Lincoln Chamber of Commerce; Sandi Witkowicz, Lincoln Convention & Visitors Bureau Director

Jim Fram, Lincoln Chamber of Commerce President, presented the Executive Summary of the Randall Travel Marketing, Inc. Tourism Study (see agenda packet), noting the following recommendations:

- * Adopt a market segmentation approach for overall strategic tourism marketing growth.
- * Increase direct sales efforts and aggressively market Lincoln's central geographic location in Nebraska as a great asset in recruiting target market segments.
- * Establish research-based positioning that promotes the most compelling "attractors" or those attractions, attributes and activities that drive visitation.
- * Revamp marketing materials to focus on recommended positioning, target markets, and recommended marketing messages and tools.
- * Increase advertising and public relations outreach to targeted markets.
- * Target existing visitors and those passing through to build an email database for Lincoln Convention & Visitors Bureau (CVB) that can be used to generate repeat visits.
- * Develop Interstate 80 Exit 401 into the major gateway into Lincoln and create a gateway presence worthy of the capital city of Nebraska.
- * Move the Visitor Center to a more prominent location upon entering the primary gateway into Lincoln. Improve visitor facilitation and orientation in order to extend visitor stays.
- * Partner closely with local lodging and attractions to maintain and build interest in visiting Lincoln.
- * Continue development of the Haymarket area as an entertainment district and focus on increasing retail shopping.
- * In addition to continued development of the Haymarket Entertainment District, encourage the development of new products to increase the appeal of the area to visitors.
- * Continue to monitor economic impact and tourism revenue growth to guide all marketing efforts.

MOTION: Stevens moved and Hudkins seconded to: 1) Accept the recommendations in the Randall Travel Marketing, Inc. Tourism Study; and 2) Ask the Lincoln Convention & Visitors Bureau (CVB) to update their strategic plan. Workman, Heier, Hudkins, Schorr and Stevens voted aye. Motion carried.

9 ACTION ITEMS

- A. C#2003-401, \$2,458.42 from the Community Corrections Budget for One (1) Dell Laptop Computer and Software

See Item 5.

- B. Request from Families First & Foremost (F³) for Cost Advance for Travel for Family Representatives (\$134 for Kathy Dunning and \$254 for Trish Blakely)

See Item 6.

- C. Visitors Promotion Advisory Committee (VPAC) Recommendations to Update the Convention & Visitors Bureau (CVB) Strategic Plan

See Item 8.

- D. Paycheck Insert for Wellness Newsletter (November 20, 2003)

MOTION: Hudkins moved and Workman seconded approval. Stevens, Schorr, Hudkins, Heier and Workman voted aye. Motion carried.

- E. Hiring Requests:
 - 1. Human Services - Intake Specialist/Juvenile Detention Officer for Youth Assessment Center (YAC)

MOTION: Workman moved and Schorr seconded approval. Stevens, Schorr, Hudkins, Heier and Workman voted aye. Motion carried.

- 2. Property Management - Building Cleaner

MOTION: Hudkins moved and Workman seconded approval. Workman, Heier, Hudkins, Schorr and Stevens voted aye. Motion carried.

- 3. County Attorney - Legal Secretary

MOTION: Stevens moved and Workman seconded approval. Workman, Heier, Hudkins, Schorr and Stevens voted aye. Motion carried.

- 4. Emergency Management - Administrative Aide I

MOTION: Hudkins moved and Schorr seconded approval. Stevens, Schorr, Hudkins, Heier and Workman voted aye. Motion carried.

- 5. Community Mental Health Center (CMHC) - On-Call Mental Health Technicians for CMHC Residential Program (Blanket Authority)

MOTION: Workman moved and Schorr seconded approval. Workman, Heier, Hudkins, Stevens and Schorr voted aye. Motion carried.

ADDITIONS TO THE AGENDA

A. Parks & Recreation Advisory Board - Schorr

Schorr said the Parks & Recreation Advisory Board believes it should have been consulted regarding plans to expand the Lincoln/Lancaster County Health Department onto Woods Park property and will likely oppose the taking of park land.

Schorr also distributed copies of a newspaper insert detailing the Parks & Recreation Department's Open Space Plan (Exhibit E).

Hudkins said he believes the County Board should have been involved in the determination of greenway areas outside the cities and villages' jurisdictions.

Heier said he would like clarification on why County Board approval is needed for some easements and not others.

B. Meeting with Ron Ross, Nebraska Department of Health & Human Services (HHS) Director, to Discuss Transfer of the Integrated Care Coordination Unit (ICCU) to Region V- Schorr

Schorr said there was discussion of delaying the transfer from 18 months to two years from the initial transfer date of September 1, 2004. She said there will be a follow-up meeting in one month to check whether there is progress in working out logistics and legal concerns.

C. Lancaster Event Center Sign

Workman said electronic advertising on the Event Center's sign does not pertain to scheduled events.

Board consensus was to ask Charles Willnerd, Lancaster County Agricultural Society President, and Wayne Venter, Managing Director of the Event Center, to provide an update on expenditures and operations.

10 ADMINISTRATIVE OFFICER REPORT

A. Request for Funding for Sunken Gardens

Eagan said the County has been asked to contribute to renovation of the Sunken Gardens.

MOTION: Stevens moved and Workman seconded to approve \$5,000 in Keno Funds towards the project, pending a public hearing on use of the funds and a formal vote. Stevens, Schorr, Hudkins, Heier and Workman voted aye. Motion carried.

- B. County Representative for Request for Proposals (RFP) Selection Committee for Architect on Lincoln/Lancaster County Health Department Expansion

Schorr agreed to serve on the committee.

- C. General Assistance Pharmacy Update

Eagan said it will be necessary to increase the hours of part-time employee hired to look at Medicaid pricing.

11 DISCUSSION OF BOARD MEMBER MEETINGS

- A. Public Information Meeting on West Bypass - Stevens, Workman

Stevens and Workman reported on the meeting. Board members shared concerns relating to plans to close Old Cheney Road and Rokeby Road where they intersect with the bypass.

- B. Monthly Meeting with Mayor - Stevens, Schorr

Stevens and Schorr reported discussion of the following: 1) Expansion of the Lincoln/Lancaster County Health Department; 2) Possible relocation of the Community Mental Health Center; 3) Planning Commission appointments; and 4) Issue of payment of medical expenses for inmates injured during apprehension by the Lincoln Police Department.

The Board asked the Chair and Vice Chair to meet with Tom Casady, Chief of Police, in an effort to resolve the payment of medical expenses matter.

Schorr said the Mayor's Office has requested a meeting with staff and lobbyists from the City, County, Lincoln Public Schools (LPS), Lincoln Electric System (LES) and the Lincoln Chamber of Commerce to discuss legislative issues.

- C. Region V Governing Board - Heier

Meeting cancelled.

12 ADJOURNMENT

MOTION: Stevens moved and Hudkins seconded to adjourn the meeting at 11:15 a.m. Stevens, Schorr, Hudkins, Heier and Workman voted aye. Motion carried.

Bruce Medcalf
Lancaster County Clerk